



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	124	Manual Of Standards For Children'S Shelter Facilities And Homes	9/12/2008
Subchapter:	1	General Provisions	
Section	5.	Approval requirements (N.J.A.C. 10:124-1.5.)	

§10:124-1.5. Approval requirements (a) A shelter facility or home shall obtain approval from the Bureau pursuant to the legal authority specified in N.J.A.C. 10:124-1.1(b) and (c) prior to establishment or operation.

(b) The Bureau shall conduct an annual on-site physical facility and a biennial comprehensive programmatic inspection of a shelter facility and a biennial comprehensive programmatic inspection of a shelter home to determine compliance with this chapter.

(c) If a shelter facility or home meets all applicable provisions of this chapter, the Bureau shall issue a letter of approval.

(d) The Bureau shall provide notice if a letter of approval shall not be issued.

(e) If the Bureau determines that a shelter facility or home is in substantial compliance with all applicable provisions of this chapter, providing that no serious or imminent hazard affecting the children exists, the Bureau may issue a letter of temporary approval.

(f) When a letter of temporary approval is issued, the Bureau shall provide a written statement explaining what the shelter facility or home must do to achieve full compliance.

(g) A letter of temporary approval may be issued for a period not to exceed six months. The Bureau may issue as many temporary approvals as it deems necessary; however, a shelter facility or home shall not operate pursuant to temporary approvals for more than 12 months.

(h) Each approval period, which may include the issuance of one or more letters of temporary approval and/or one letter of approval, shall be two years.

1. In determining the expiration date of the first letter of approval, the Bureau shall compute the two year period from the date of issuance of the first letter of approval or temporary approval.

2. In determining the expiration date of a renewed approval, the Bureau shall compute the two-year approval period from the date on which the shelter facility's or home's previous letter of approval expired.

(i) The letter of approval or temporary approval shall be kept on file at the shelter facility or at the offices of the shelter home coordinator.

(j) An authorized representative of the Bureau may at any time make an announced or unannounced visit and inspect the shelter facility or home and/or review files, reports or records to determine its compliance with this chapter and/or to investigate a complaint.

(k) A shelter facility or home's approval may be denied or revoked for any activity, policy or conduct that presents a serious or imminent hazard to the health, safety and well-being of a child or that otherwise demonstrates unfitness or inability to operate shelter facility or home.

(l) A shelter facility's or shelter home's approval may be denied, suspended, revoked or refused for renewal for:

1. Failure by the facility or home to secure and to maintain on file documentation from the Department showing compliance with criminal conviction disclosures, as specified in N.J.A.C. 10:124-3.1(a), Criminal History Record Information background checks, as specified in N.J.A.C. 10:124-3.8, or Child Abuse Record